FOTO***WORKS*** School Portraits
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Proposed schedule for photo day

School:
Photo Date/s:

Group Photo Venue:	***PLEASE RESERVE THIS LOCATION*** *An Indoor location will be required if weather is inclement.* *Indoor location needs to be a separate venue to the portrait photo venue.*
Portrait Photo Venue:	***PLEASE RESERVE THIS LOCATION*** *– Photographer will need exclusive use of the area, to ensure efficient workflow and minimal disruption to classes.*

School Starts:		**School Finishes:**		***Please advise us if any groups have more than 50 people*** *(We may need to bring additional equipment to accommodate the photography of the group)*
AM Recess Starts:		**AM Recess Finishes:**		
Lunch Starts		**Lunch Finishes:**		
PM Recess Starts:		**PM Recess Finishes:**		
Time for Staff Photo:		**Time for Siblings:**		

	Approx. Time	Class Name (as per the school data lists provided)	No. of Students	No. of Teachers
Teachers please note: • Times are a guide only; • Please BRING ENVELOPES; • A runner will come for your class when the photographer is ready; • Please bring class in 2 lines. boys & girls, shortest to tallest; • All students must carry their own envelope; • Please leave bags, books, jumpers, etc in classroom; • The envelopes are personalised & bar coded to each student? This barcode records the child's name & position in class photo;				

When the schedule is finalised please fax to FOTO***WORKS*** **for our records**
Fax on 08 9204 4138.